



Platicamos-ARMA

Northern New Mexico Chapter



October 2002 Issue
High Mesa

Inside This Issue

Presidents Message	1
NNM Chapter Information	2
CRM Corner	3
Editors Desk	4
Calendar	5
Speaker Article	6
Oct. Agenda	7
Sept 11 Article	8
Fall Seminar Speaker	9
Conference Form	10

Sally Olguin
Editor

Toni Mann
Photographer

Michelle Lopez
Graphic Design

Presidents Message



Hello everyone. I am excited about our upcoming ARMA Conference and more so because many NNM chapter members are able to attend this year. This is wonderful! Attending the conference is an excellent opportunity to network with our peers, prepare for the CRM exam, learn more about how others are adapting to today's electronic environment, and take the steps to personal and career development. I look forward to sharing the information I have gathered from the seminar, with everyone, at our upcoming October Membership Meeting.

Our second membership meeting of the year, was held at IMAGIC in Espanola on the 19th of September, with 24 members (2 guests) in attendance. What a joy to see so many people getting together to learn more about what's happening in the world of Records Management. During this meeting, we learned that the chapter is in good financial condition, therefore, all the committees have a defined budget. Also, our membership is holding steady at 75 and those member without a home, who are from Northern New Mexico, have joined our chapter.

Hurray Membership Committee and Welcome new members.

Positively, the meeting's highlight was our speaker, Jose Antonio Esquibel. Personally, I am not of Hispanic ancestry, nor do I, or any of my family come from New Mexico, I found Jose Antonio's presentation on the five waves of immigration to our beautiful New Mexico, as well as the many different ways to research our families genealogy, fascinating. You can read more about the Jose's presentation on pg. 6.

Mark your calendars! The Fall Seminar is scheduled for the 19th of November. This year the NNM Chapter has joined with the ABQ Rio Grande Chapter, to bring John Phillips; CRM, FAI, to speak on "Disaster Recovery Planning." The seminar will be held at Traditions, which is about half way between Santa Fe & Albuquerque. See page 9.

Do not miss the upcoming October membership meeting or you will miss the tales from the New Orleans Conference.

Share, Learn, and Grow!

Sherry L. Guthrie, CRM

Mission Statement

"To Advance and Promote Records and Information Management (RIM) by sharing professional knowledge and exchanging experience and information."

NORTHERN NEW MEXICO ARMA CHAPTER OFFICERS

Sherry Guthrie, CRM, President
Protection Technology Los Alamos
P.O. Box 1400
Los Alamos, NM 87544
(505) 667-7884

Karen Kreutzer, Vice-President
NM State Land Office
P.O. Box 1148
Santa Fe, NM 87504-1148
(505) 827-5720

Liz Trujillo, Secretary
NM State Land Office
P.O. Box 1148
Santa Fe, NM 87504-1148
(505) 827-5721

Ernest Maestas, Treasurer
IMAGIC Business Solutions
411 S. Santa Clara Bridge Road
Espanola, NM 87532
(505) 747-4177

Barbara Ricci, President Ex-Officio
IMAGIC Business Solutions
411 S. Santa Clara Bridge Road
Espanola, NM 87532
(505) 747-4177



What's Coming!

Upcoming membership meeting presentations on our road to *Share, Learn & Grow*:

October 17 – Speaker; David Mann; Recording the Apollo Missions.
Place: Los Alamos

November 21 – Speaker; Elaine Palin; The Art of Ethical Negotiations.
Place: Santa Fe Land Office

Call for Speakers

There are openings for speakers for the April & May membership meetings.
Contact Liddie, Martinez at 505-747-4177, with suggestions.



AND THE WINNER IS ...

Vivian Medina from Los Alamos County won the grand prize at the recent ARMA 47th International Conference. This award includes 3 days & 2 nights at Harrahs Casino Hotel in New Orleans, round trip airfare, and a few other goodies.

Laura Beckley (LA County) and Karen Kreutzer (State Land office) each won flatbed imaging scanners.

See.....there are many surprises when you attend the ARMA International Conference.

Congratulations

CRM CORNER - 2002

By Sherry L. Guthrie, CRM

A new idea! The CRM Corner from the Oklahoma City ARMA Chapter, coordinated by Mr. Bob Dalton, CRM has a section called: *Ask the CRM*, which contains Questions & Answers on Records Management Issues or Concerns. I thought this was an excellent idea and here is the first installment.

Question:

"Are records required to be destroyed when the minimum retention period has expired?"

Answer:

The answer is *No* (unless directed by law). Now I am sure this will not make a lot of people happy who exhort the people within their company and/or agency to destroy records on completion of the retention period.

For those of you in the public sector, I would review your local/state guidelines to determine the exact wording of the retention schedule. For example, the State of Washington provides Records Management Guidelines and General Records Retention Schedules for Local Government Agencies of Washington State. In the information portion of the description of the Record Category it states that the general schedules "sets minimum retention requirements ...an agency may retain individual records series longer than the retention period...but such records are subject to public disclosure and legal discover. . "

Personally, I advocate the destruction of all business records when the minimum retention period requirement is satisfied. There are two good reasons for effectively managing by applying the identified retention schedule to the business records, reduce liability under public disclosure and/or legal discovery, and cost savings.

One of the major arguments for destruction of records that have reached their minimum retention period, is to reduce the risk of holding records *just in case* of legal discovery. While this argument has merit, this reasoning should not be the main reason to destroy the records. Although, I recognize that it may reduce legal costs under discovery and it is a powerful selling point for a records management program, I am not convinced it should be the main emphasis for your records management program.

Also, I advocate the approach for destruction of

business records when the minimum retention period expires as a sound financial decision. Cost savings would include the reduction in equipment, space, and labor. I would recommend that records management destruction guidelines consider the cost of keeping records longer than necessary.

Business records retained beyond the minimum retention period costs the organization money in equipment, space, and resources. Think about how much it costs for one filing cabinet which includes the person needed to rearrange the area to accommodate the cabinet, the personnel necessary to maintain the records stored in the cabinet, and the supplies such as files holders and labels.

Years ago, I conducted a study that identified the costs of a setting up a filing cabinet and was surprised with the results. I found that it takes 9.5 cu feet of space for a lateral cabinet with a space cost of \$27.00 +/- per cubic foot, or \$256.50 per cabinet per year, and the cost of cabinet and setup at o/a \$1000.00 per cabinet, and this does not include the other costs to maintain the cabinet (people and supplies).

As you can see, the cost of keeping records beyond the retention period, can add up. Do your own study and bounce the figures off your chief financial officer. They understand bottom line and are usually supportive on cost cutting programs.

It is important that a records manager have a tool in place that identifies the long-term costs of the operation. These costs can then be provided to management, along with information on annual requirements for storage, thereby supporting the decision for timely records destruction.

For example, If using an on-site records center or an off-site commercial vendor, the records manager would have the ability to determine the number of boxes shipped to storage, annually, the costs of destruction, annual storage costs to include the pull and retrieval fees, destruction fees, and transportation fees.

So, did you enjoy this section? If you would like to respond to this article, or if you have a personal story to share, please send it in, and we will incorporate it into the next newsletter.



From the Desk of the Editor

by Sally Olguin



As a Records Manager, I never thought a Records Manager's worst nightmare would exist right in my own home. You have heard the old saying, "the shoe maker's wife goes without shoes? As with many of today's workers, my husband has a home office, and because he does not have an administrative assistant, his record keeping has been seriously neglected. Sure, we have all seen this too many times, and most often I enjoy the challenge of helping organize an office and setting up a filing system but I must admit, I have been apprehensive about helping my husband.

First of all, it is not good to mix work with family, right? Also, I knew I would not be as patient and understanding with my own husband when it came to giving advice about records and filing systems, but I must admit it was my fault—I could not keep my thoughts to myself. I usually steer away from his office but I had asked a simple question "Do you know where the insurance file is?" He admits to having it and I follow him to his office, and as he sorts through the papers on his desk, looks under books, shoves piles off the tables, I hold my breath.

It only took a few minutes to see that his records system was not a system at all and I carefully close the overloaded top drawer of the filing cabinet, which is looming directly behind him. Covertly, I crack open the bottom drawer, and notice that it is empty—he committed one of the 'Never Do's—he started filing in the top drawer. I made the mistake of saying, in the sweetest voice, "Honey, it seems you could use a filing system in here," and as soon as I said it, I knew I was in trouble. Sure enough, he asked in that same sweet way, "Honey, would you help me out?" Oh no, what did I do? For the next hour, as we searched for that insurance policy I was thinking of a way out but no such luck. Well, I thought, how bad could it be, I mean his office is only five years old.

That following Saturday, I was ready to begin and since I knew that I had to understand his work before I could understand his records, I *moved in for the inventory*, which happens to be one of my favorite steps to developing a records system. As I suspected, there are only six major active projects, two closed projects, and the regular administrative file, or records series as used in the RM lingo. The next step was not so easy because he could not grasp that there was such a thing as a non-

record and no matter what convincing concept I through at him, he would not get it. This is where the relationships can get in the way and I had to tread lightly.

During the third step, when he sorted his documents into records series, he included everything, as well as combining years of closed projects, with current projects. More convincing was necessary. Although it took some time, eventually, we did develop a system that looked and worked great.

Not surprising, he found filing to be much easier, and retrieving a document when he needed it, was effortless. In the end, because he did all the work and was willing to process his workflow, his record filing system was a success. As for me, this effort was definitely a test of my patience.

Ok, so it was not that easy. I will confess that while he was out of the office, I moved his non-records to a bookshelf, tossed out junk mail and other obviously non-record material, and I sent the closed projects to his company's administrative office to be file in their main records room. Now, as a good records manager, I did keep a dual copy here at his office, since he seemed to have everything in triplicate anyway, and I noted the copies as 'dual copy' and I placed them in another filing cabinet at the far end of the office.

By the end of the process, the office was neat, organized and because I was able to move out an old large filing cabinet and a broken metal bookshelf, he gained needed space. I felt I did a great job, and he was thankful. He even took me out to dinner as thanks.

Today, when I must visit him in his office, I notice that for the most part, he is keeping up his filing although I did make the mistake of leaving the extra copies of documents and reference materials in recycle boxes that I planned to take away. Touché, while I was out, he retrieved the documents from the recycle boxes, and placed them in another filing cabinet that he purchased that very day and since he thinks I did not notice, I will never say a word.

Well, at least it is not an old heavy green asbestos laden, military filing cabinet that he found at the dump. By the way, I found that insurance policy in his file labeled 'Telephone stuff' and his reasoning was that he had got a call from the agency and he needed to return the call. Hmmm? I do check in on him once in while, just to make sure the filing cabinet is still standing.



Board Meeting: October 10th,
Membership Meeting: October 17th
Newsletter Articles Due: October 28th
Happy Halloween!! October 31st

Reminder

Register for the ARMA conference before November 8th to receive the early registration discount.

Registration form is on pg. 11
 More information visit our website.
<http://www.lanl.gov/nnmarma/index.shtml>

ELECTRONIC RECORDS AND DISASTER RECOVERY

**2002 Fall Seminar
For Records And Information
Management Professionals**

**Sponsored by
Association of Records Managers
and Administrators, International**

**Rio Grande Chapter and Northern New Mexico
Chapter**

Tuesday, November 19, 2002
 8:00 a.m. to 5:00 p.m.

TRADITIONS A FESTIVAL MARKETPLACE

601 W Frontage ROAD
 Algodones, N.M. 87001-8039
 30 miles north of Albuquerque on Interstate 25 off Exit 257
 30 miles south of Santa Fe on Interstate 25 off Exit 257



October 2002



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 <i>Board Meeting</i>	11	12
13	14	15	16	17 <i>Membership Meeting</i>	18	19
20	21	22	23	24	25	26
27	28 <i>Newsletter Articles Due</i>	29	30	31 		

Jose Antonio Esquibel's Genealogy Presentation By Joseph V. Valdez, II

At the September 19, 2002 Meeting of the ARMA Northern New Mexico Chapter (Chapter), Jose Antonio Esquibel provided the membership in attendance with an excellent presentation on genealogy. Mr. Esquibel began his presentation by indicating that he is a New Mexico State Government Employee working with the New Mexico Department of Health. He further stated that he is a State Archives Division patron and program volunteer. He informed the membership that the State Archives opens its doors from 10:00 a.m. to 2:00 p.m. to the public on the second Saturday of every month, so that people who regularly work from 8:00 a.m. to 5:00 p.m. from Monday to Friday may hold monthly gatherings to conduct genealogical research. Additionally, he informed the group that his work in genealogy had led to the publication of his work: *The Royal Road: El Camino Real from Mexico City to Santa Fe* (University of New Mexico Press, Albuquerque, 1998), and more recently, *The Spanish Recolonization of New Mexico: An Account of the Families Recruited at Mexico City in 1693* (Hispanic Genealogical Research Center of New Mexico, Albuquerque, 1999). Mr. Esquibel stated, that in order to conduct genealogical research one needs to use records for such work, and surmised that this was probably one of the reasons our Chapter had approached him about the possibility of providing our membership with a program upon genealogy at one of its meetings. To begin your genealogical research Mr. Esquibel stated you need information on the place that your family originated from, birth and death certificates, family bibles containing family trees and/or histories, journals, prayer cards upon departed family members, letters, diaries, family oral histories, and even family heirlooms may be of some help.

Mr. Esquibel urged the group to tape any oral histories being taken from family members, so that full attention could be given to those being interviewed during these investigative conversations. This practice inevitably lends to a more focused discussion from which a great amount of important information may be extracted. Then one may always go back to the recordings, listen to the information as many times as one wishes, and transfer the important elements of that information onto other media: i.e. paper, some sort of electronic medium, stone etchings, etc., etc., etc.

Furthermore, Mr. Esquibel stated that one should begin their genealogical research with as much family history one could amass from the family: aunts, uncles, cousins, grandfathers, grandmothers, other great grandparent siblings, and so forth. While there might be con-

flicting versions amongst the family members, Mr. Esquibel cautioned the group from chastising or disagreeing with one's family members on any points of detail that seemed to be contradictory, as this only hinders the investigative research process that initiated the discussion in the first place, and as one might find themselves within the embarrassing position of being wrong.

He also indicated that some of the records earlier mentioned might be hard to acquire, as some relatives might not want others within the family, for whatever reason, to know that such possessions even exist, and, much less, that such articles are within one's possession. On that note, Mr. Esquibel urged everyone to share as much information pertaining to whatever genealogical work the research uncovers with as many others within the family as one could, as such practices could lead to the acquisition of more information that is crucial to the genealogical work one is engaged within.

Moreover, Mr. Esquibel disseminated some handouts to the group. One of the handouts was listed as the "Pedigree Chart," which Mr. Esquibel urged everyone to work on with pencil, so that revisions that might be needed to be made in the future upon this chart would not present one with as much trouble as one would surely encounter if they elected to use pens.

Another handout Mr. Esquibel disseminated to the group was called "Resources for New Mexico Genealogy," that contained the names and website addresses of some regional resources that would be helpful to members from this area of the country in conducting any type of genealogical research they might embark upon. Mr. Esquibel also indicated that church records would be extremely helpful to one's genealogical research, as those records, especially the church records from the Archdiocese of Santa Fe Archives comprise a rich source of much information on this matter. During this portion of the meeting someone from the Chapter membership pointed out that the Chapter's programming from the year before last included a presentation on the history of the records at the Santa Fe Archdiocese Archives by its curator, and included a tour of that archives and its holdings. Mr. Esquibel also encouraged the group to conduct its genealogical work at the New Mexico State Records Center and Archives, as both this archive facility and that of the Santa Fe Archdiocese Archives contain documentation which transcend the landing of the Pilgrims on Plymouth Rock. Above and beyond these resources, Mr. Esquibel also encouraged the group to seek the additional help, information, and services that the Mormons have to offer.

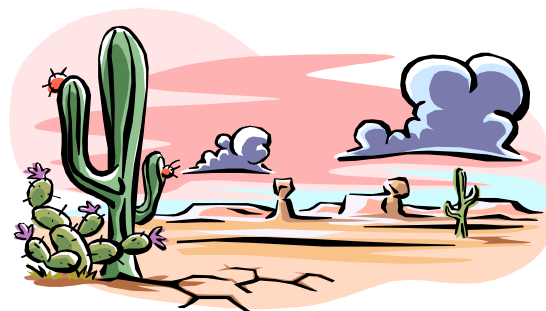


October NNM ARMA Meeting

Agenda: October 17, 2002 Meeting

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Minutes
 - a. September Membership Meeting— Liz Trujillo
7. Acceptance of Reports
 - a. Treasurer's Report September—Ernie Maestas
 - b. Membership Report—Barb Ricci
 - c. Ristra Rewards Committee Reports—Lucille Sisneros
 - d. Other Committee Reports
8. Unfinished Business
 - a. Fall Seminar-Status—Karen Kreutzer
 - b. Report on ARMA Conference —Sherry Guthrie
 - c. Other
9. New Business
 - a. Proposal for Judicial Committee—Sherry Guthrie
 - b. Committee Proposal—Committee Chairs
 - c. Other
10. Presentation:
Recording the Apollo Missions
Presenter, Mr. David Mann
High Mesa Petrographics
11. Announcements
Board Meeting – November 7, 2002 (Los Alamos)
Membership Meeting – November 21, 2002 (Santa Fe)

Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not dedas charitable contributions for federal income tax purposes."



Recording the Apollo Mission

Mr. David Mann will be sharing his experiences on Recording the Apollo Missions, at our October membership meeting.

David worked at the National Aeronautics and Space Administration (yes, that's NASA) for Brown & Root, Northrop in Houston, TX from 1968 to 1975.

In 1975, he moved to Los Alamos to establish the LANL Geo Sample Prep Lab.

After 22 years, David retired from the Lab and he now runs his own business, *High Mesa Petrographics*, making 'thin sections' for geologists and meteorite collectors from all around the world.

David was also involved with the Seismosaurus dinosaur project located in San Isidro, NM, which involves making cores of the bones and thin sections for scientific study.

David continues to travel all around the New Mexico giving talks & presenting slides as part of the Student Outreach Program at LANL. He hopes to encourage students to stay in school and continue their education.

By the Way, David happens to be married to NMM ARMA member—Toni Mann. Although we have asked David to speak about recording for the Apollo Mission, I'm sure he will be happy answer questions on the many interesting facets of his life.

A Look Back at the Road Ahead

*written by Business Contingency Planning Group
Submitted by Nick Guillen*

The grand paradox of Time is that we need it in order to change, but in receiving it we are robbed of our passion to change.

From what we can detect from our studies of the business continuity discipline and from talking to people out in the field, the extraordinary events of last September did more to raise awareness of BCP across the business world than any other event before it. However, massive changes to how companies do things did not suddenly crop up on September 12, 2001, and money wasn't just thrown around to build up their business continuity programs. On the contrary, the slumping economy made funding hard to come by in 2002, and businesses in survival mode had to allocate their resources to simply getting their products and services to market.

With such hindrances, it should come as no surprise that time was and continues to be needed for major changes to take place in the business continuity arena, even after such a wakeup call as 9/11. In fact, as our cover story in the September/October issue of CPM indicates, many advancements in the BCP field won't be fully realized until perhaps a decade from now. Some trends that have slowly begun won't reach maturity for some time. Time. That's the threat facing your profession right now. The more we get, the more we forget.

I've heard it said that our culture is preoccupied with bright shiny objects. We focus all of our attention on one bright shiny object, until the next one comes around. O.J. Jon Benét. Y2K. Chandra. 9/11. . Enron. While the boardrooms of corporate America are a little less fickle than cable news audiences, their attention can be diverted nonetheless.

The reason we have anniversaries is to ensure that we don't forget and move on to the next bright shiny object - and to ensure that Time does not rob us of our passion to change. As you look to the road ahead, you must not forget to look back at the reasons for your company to invest in its survivability. The widespread destruction of last year's terrorist attack was not only a national tragedy of epic proportion, it was also a lesson in how companies' business continuity plans fall short, and how they need to improve in order to survive future widespread events, be they man-made or natural.

And as you look back to a year ago, you must not forget to look to the road ahead and remember that most of the work is yet to be done, and that September 11, 2001, was just the beginning of a period of time that will forever change your profession.

Andy Hagg
Editorial Director

P.S. To the families and loved ones of those lost last September 11, we have not forgotten, and we never will.



EACH HEROIC ACT

ANYWHERE

HEALS A WOUNDED HEART

SOMEWHERE

LET US BE HEROIC RIGHT

WHERE WE ARE

RIGHT NOW.

Dr. Maya Angelou
September 11, 2001

ELECTRONIC RECORDS AND DISASTER RECOVERY

2002 Fall Seminar

Submitted by Karen Kruetzer

I am pleased to announce our first ever, joint seminar with the Rio Grande Chapter. The seminar speaker will be John C. Phillips CRM, FAI on the topic of Electronic Records and Disaster Recovery. The seminar is scheduled for Tuesday, November 19, 2002 from 8:00 a.m. to 5:00 p.m. at Traditions Marketplace, so mark your calendars. The specific areas that Mr. Phillips will address include:

- Technology Drives Records Management—Creating electronic records in modern offices
- Electronic Records Challenges—identifying, capturing, and preserving e-Records
- E-RIM Programs—issues to address in establishing enterprise E-RIM initiatives
- Disaster Plans and Vital Records—how disaster planning programs identify vital records
- Disaster Planning for e-Records—special activities to protect vital records
- E-Records Reconstruction and Restoration—expected activities following a disaster
- Questions and Answer Session

Mr. Phillips has made major contributions toward the ability for many individuals to remain knowledgeable in the fast changing information management methodologies and technologies. Mr. Phillips is a management consultant, author, and educator who has assisted clients, given informative presentations, taught seminars, made contributions to professional associations, and authored numerous articles and books.

His career illustrates how information management professionals can grow and transition as their work environments and professional opportunities change over time and the scope of their professional activities expands to include electronic systems. He has worked for the University of Tennessee, Union Carbide Corporation, and Lockheed Martin as a contractor to the US Department of Energy, as well as state governments and additional private corporations.

His technology and information management articles have been published in many professional journals and his presentations are widely respected and well known for identifying cutting edge issues that face the information management professions. John is the Southeast Region Manager for ARMA International. During the Fall 2001 ARMA International Annual Conference in Montreal, Quebec, Canada,

Mr. Phillips was inducted into the ARMA International Company of Fellows. In addition, he was also awarded the Emmett Leahy Award for 2001 by the Institute of Certified Records Managers, the most prestigious international award in the profession of Records and Information Management, for his outstanding contributions to the information and records management professions over many years.



Cut Here

ARMA INTERNATIONAL
RIO GRANDE AND NORTHERN NEW MEXICO CHAPTERS
FEDERAL TAX IDENTIFICATION NUMBER: 48-0993535 – Northern New Mexico Chapter

REGISTRATION FORM

NAME	TITLE
NAME OF COMPANY	MAILING ADDRESS (city,state,zip)
TELEPHONE NUMBER	E-MAIL ADDRESS

Registration Fee: (Includes Seminar, breaks and lunch).

Early Registration (Before November 8, 2002)

ARMA Members ----- \$125.00 _____

Non-ARMA Members ----- \$175.00 _____

Late Registration Fee (After November 8, 2002)

ARMA Members ----- \$175.00 _____

Non-ARMA Members ----- \$225.00 _____

ARMA Annual Dues (Become a member) ----- \$115.00 _____

Rio Grande Chapter Dues----- \$ 35.00 _____

Northern New Mexico Chapter Dues----- \$ 20.00 _____

Total Enclosed \$ _____

Make check payable to Northern New Mexico Chapter, ARMA International.

Seating is limited, the Spring Seminar sold out by the early registration deadline.

☐ Cash ☐ Check ☐ Purchase Order Number _____

No Cancellations – No Refunds - Substitutions are Allowed

Mail Payment and Registration to:

Northern New Mexico Chapter - ARMA

Attention: Ron Starke

411 S. Santa Clara Bridge Road

Espanola, New Mexico 87504-1148

For further information contact:

Sherry Guthrie 505-667-7884 sguthrie@lanl.gov

Karen S. Kreutzer 505-827-5720 kkreutze@slo.state.nm.us

Salinda Grout 505-332-6847 salindagrout@excite.com